Use can access hike logging from my.scouting.org or Scoutbook.

my.scouting.org

- On the Internet, go to my.scouting.org website and log in
- Click on Menu



• Select Internet Advancement 2.0

😸 Menu >	my Scouting	Welcome B
Menu	Empowering you to deliver the Scouting program.	
My Training		Click logo below to take Yo English or Spa
Ny Profile	Security Manager that allows the unit leadership to set functional itions. While a unit is lapsed this feature is inactive. Once the renewal is	
쓪 Manage Member ID	e again.	STH YOUTH A
IV Account		
Wy Application		EST NOTES
 My Recent Tools 		
✓ BSA Web Links		
BeAScout		FADVENTE 2022 RECRUITMENT
Survey to Excellence Resources		

** Go to page 3 **

Scoutbook

- On the Internet, go to <u>scoutbook.scouting.org</u> website and log in
- Click on Home, if needed

E < 🕅 My Dashboard						
Administration						
Warning, another user is using the same e-mail address. If this is unexpected, contact your local council or post to the Using Scoutbook Forum.						
My Merit Badge Counseling						
Source Counselors						
Edit Merit Badges for MB Counselors						
Print Blue Cards	>					
Send Message for Counselor	>					
MB In Progress - MBC View	>					
Internet Advancement						
Messages						
Events						

• Select Internet Advancement

\equiv <	Scoutbook
🗂 My Dashboard	
my.Scouting Home Page	
🖹 my.Scouting Dashboard (Training)	
Internet Advancement	
∃ Forums	
i≡ Change Log	
i≡ Legacy Forums	
🗇 Directory	
References	
≁ Help	
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Click on Activities



• Click the plus (+)

	Internet Advar	ncement Ac	tivities						Currently v	iewing:	\$
	< 2022>						FILTE	R BY 🛨 Grid	List	Search by Activity Nar	
Roster			MAR	APR	MAY	JUN		SEP		NOV	DEC
Activities											
Profile											
Reports											
Forum											
SB Scoutbook											

• Select Hiking



- Select the date on the calendar
- Click CREATE NEW ACTIVITY

Record Miles									×
Hiking Information:								ADD	PERSON
	<		0	ct 20	22		>		
	Su	Мо	Tu	We	Th	Fr	Sa		
	25	26	27	28	29	30	1		
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30	31	1	2	3	4	5		
				TODA	Y				
		+ CI	REATE	ENEW	ACTI	VITY			

Click ADD PERSON

Record Miles			Х
0 Total Miles to be Recorded	0 Total Registered Youth and Adults		
< Back to Project Selection		ADD PERSON	

• Click to select youth and adults from the unit that participated in the hike

ADD PERSON	
Registered Youth: 6 of 6 to be Approved	
	×
۲	×
۲	×
	×
۲	×
۲	×
Registered Adults: 4 of 4 to be Approved	
	×
٢	×
	×
۲	×

- Click in Hiking Name and fill out the form
 - \circ $\,$ Only the fields with asterisks (*) are required
 - \circ $\;$ You need to uncheck the All Day Event box to enter times

Record Miles				Х
40 Total Miles to be Recorded	10 Total Registered Youth	and Adults		
< Back to Project Selection			ADD PERSON	
Hiking Information			Registered Youth:	
Hiking Name*:	Ricketts Glen Hike			×
Hiking Starts*:	10/16/2022			×
Hiking Ends *:	10/16/2022		۲	×
All Day Event				×
	00.00		۲	×
Start Time *:	09:00 am	U	۲	×
End Time *:	11:00 am	\bigcirc	Registered Adults: 4 of 4 to be Approved	
Hike Location:			۲	×
Location	Ricketts Glen State Park	~		×
Address Line 1	Address Line 1			×
Address Line 2	Address Line 2			
City	Benton			
State	PA-PENNSYLVANIA	\vee		
Zip Code	Zip Code			
Hike Details:		27 of 1500		
Hiked Old Beaver Dam Trail.		1		

• Under Group, you can log miles for each person in the unit equally by entering the total miles completed

Group	Group Individual								
Use GROUP tab to record the same number of miles for each person									
Youth:									
Miles*:	4								
Lowest Point :	Lowest Point								
Highest Point:	Highest Point								
Adult:									
Miles*:	4								
Lowest Point :	Lowest Point								
Highest Point:	Highest Point								

• Under Individual, you can log miles for each person in the unit separately

Group	Individual			
Use INDIVIDUAL tab	to record a different nu	umber of miles for each *Miles	*Lowest Point	Highest Point
		4	0	0
		2	0	0
		4	0	0
		2	0	0
		4	0	0
		4	0	0
Adults:		*Miles	*Lowest Point	Highest Point
		2	0	0
		2	0	0
		4	U	U
	·	4	0	0

Click RECORD AND FINISH



Hiking Report

- Click on Reports and select Reports
- Click View on Activity Log Report

	Internet Advancement Reports	🖹 Curr	ently viewing:	🗘 Crew 7	~	٥
	Purchase Histo Reports					
Roster	Activity Log Report			0	VIEW	
Activities	Audit Log Report				VIEW	-
Profile Reports	Venturing History Report				VIEW	
Forum	OA Eligibility Report				VIEW	
SB Scoutbook						

- Enter Date Range
- Select All Dates
- Check Hiking Log and Include Adults, if desired
- There are 3 options for the report
 - Run View report on the screen
 - $\circ~$ PDF Creates a PDF file that can be downloaded and printed
 - CSV Downloads a file that will open in Excel or Google Sheets

Scoutbook Activity Log Report

Include Activity Start Dates Between: Date: 01/01/2022 And: 12/31/2022	Service Log Conservation Service Log Camping Log ✔ Hiking Log
Generated On: 12/20/2022 16:57:11 Sort By: BY SCOUT ✓	 ⊂agle Service Project ✓ Include Adults
Date Joined: All Dates Date Joined Venturing Date Joined Scouts BSA Run PDF	

◆ NOTE: You can record and get reports for Service Hours and Camping the same way ◆